



Minnesota Board of Cosmetologist Examiners
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Designated Licensed Salon Manager Change Form

All salons are required to register a designated licensed salon manager (DLSM) in writing with the BCE.
 The DLSM is responsible with the salon owner for salon and practitioner compliance.

1. Salon Information and Owner Signature

6/2016

Salon Legal Name <i>(name of sole proprietor, LLC, corporation, etc.)</i>		Salon DBA Name <i>(if different from legal name)</i>	
Salon License Number		Salon Phone Number	
Salon Address		Owner Name <i>(individual signing below)</i>	
Owner Signature: _____ Date: _____			

2. DLSM Information, Acknowledgments, and Signature

Name of New DLSM		First Day as DLSM <i>(mm/dd/yyyy)</i>	
License Number		Expiration Date	
<p>"I, the designated manager listed above, certify that I am currently <u>not</u> the designated manager at <u>any</u> other salon."</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>• If this statement is truthful and <u>accurate</u>, initial this box:</p> <div style="border: 1px solid black; width: 100px; height: 40px; margin-top: 5px;"></div> </div> <div style="width: 45%;"> <p>• If this statement is <u>not accurate</u>, you must first submit to the Board in writing that you are no longer the designated manager at the other salon(s). Include the salon name, salon license number, and effective date of the change.</p> </div> </div>			
<p>I certify that I am the designated licensed salon manager and am responsible under MN Rule 2105.0390 for ensuring the compliance of the salon with MN Statutes 155A and MN Rules 2105. These responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> A. Ensuring that the salon license is current and posted. B. Ensuring that the active and current licenses of all employees and independent contractors (including myself) are posted. C. Ensuring that no one is providing any cosmetology services without an active and current license, including any owner(s) of the salon. D. Ensuring that all sanitation and safety requirements are met, and all equipment is in proper working condition per MN Rules 2105.0350 through 2105.0390. E. Notifying the Board immediately in writing if I am no longer the designated licensed salon manager and am no longer responsible for this salon's compliance with MN laws and rules. F. I understand that I may personally be assessed a civil penalty of up to \$2,000 per violation of MN Statutes 155A and MN Rules 2105. G. I understand that I may be the designated licensed salon manager at ONLY one salon at a time. <p>DLSM Signature: _____ Date: _____</p>			

For BCE Office Use Only:	Processor:	Date Processed:
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